



# Sir Frederic Osborn School

*Achieving Success Together*

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Headteacher: Mr J C Whelan BA, NPQH

Herns Lane, Welwyn Garden City  
Hertfordshire AL7 2AF

7<sup>th</sup> June 2017

Dear Parent / Carer,

Sir Frederic Osborn School is running a sports tour to Platja D'aro, Barcelona during July of 2018. This letter is to provide you with further details about the trip and to advise on next steps.

If you are interested in this fantastic opportunity for your child, please read carefully the details set out below. To reserve a place, you are required to sign and return the attached reply slip stating that you have read and accepted all conditions associated with this trip and pay the initial non-refundable deposit of £100 on or before 28<sup>th</sup> June 2017. This deposit will be returned should there not be sufficient numbers for the trip to be viable.

I do appreciate that this is a quick turnaround and comes at a time when payments for other activities are being made, however if we can secure the trip before the end of June we are eligible for a significant reduction of £30 per person off the cost as advertised below.

### **Important general information:**

- Monday 16<sup>th</sup> July to Saturday 21<sup>st</sup> July, 2018 inclusive.
- Total cost is £780.
- There are three activities to choose from; football, water sports or golf. Students are required to choose one of these and this will be non-transferable once a place on the trip has been secured. Should any aspect of the tour not run, students will be offered the option of switching to another.
- Those wishing to participate in the water-based activities need to be strong swimmers; any golfers need to have an officially recorded handicap; footballers must be in years 7, 8 or 9 at the time of travel.
- Departure times from and arrival back to school will be confirmed much nearer the time.
- We will be flying out to a Barcelona based airport from a London airport.
- Students will need to own their own passport and EHIC cards. Please ensure these are applied for well before the departure date of the trip to allow for processing and delivery times.
- Transport to and from the airport in England will be via a private coach.
- Luggage allowance for the flight currently stands at 15Kg each. This will be confirmed at a parents meeting nearer departure time.

Please complete and return the attached reply slip, indicating clearly that you have read and accepted these Booking Conditions. A place for your child will only be secured once the deposit has been paid, the Trip Consent Form completed AND the reply slip has been returned.

Thank you for taking the time to read these details. Should you have any further questions, please do not hesitate to contact me at the school. Email is the preferred communication method as it is quicker for me to respond to and ensures there is a record of communications. My email address is [lee.walker@sfosborn.herts.sch.uk](mailto:lee.walker@sfosborn.herts.sch.uk)

Kind regards

Mr L Walker  
Trip Leader

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To: The Finance Office

Sir Frederic Osborn School - Sports Tour, Barcelona, 2018

I would like my son/daughter: ..... in Form..... to participate in the sports tour to Barcelona, in July 2018.

Signature: ..... Date: .....

Full Name: .....

**The activity they wish to participate in is (please tick ONE only):**

Football – student will be in year 7, 8 or 9 at time of travel

Water sports – student is a strong swimmer

Golf – student has an official handicap

My email address is: \_\_\_\_\_

I confirm that I have read and understood all of the Booking Conditions.

I accept all terms and conditions associated with this trip.

I confirm I have paid the non-refundable £100 deposit via 'Wisepay' and have completed the Parental Consent Form (highlighted in blue at the top of the Wisepay payment page).

I understand that a place is not secured without payment AND return of this reply slip.

Signed \_\_\_\_\_

Date \_\_\_\_\_



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## **Sir Frederic Osborn School (The School) Booking Conditions:**

### **1. Payments:**

- 1.1. All payments are to be made using the school's Wisepay system. Please contact the Finance Department if you need assistance with any aspect of this.
- 1.2. You agree to pay the initial £100 deposit on or before 28<sup>th</sup> June, 2017.
- 1.3. A second deposit of £100 is required on or before 6<sup>th</sup> September, 2017.
- 1.4. **Further payments of £100 should be made on the 1<sup>st</sup> of each of the following months: October, November, February, March, April. A final payment of £80 should be made by 1<sup>st</sup> May.**
- 1.5. The total remaining balance, after the two initial deposits, of £580 **MUST** be paid **ON** or **BEFORE 1st May, 2018**.
- 1.6. **Deposit payments are non-refundable once the trip has been confirmed. Any future payments are non-refundable once payments have been forwarded to the travel company.**
- 1.7. Failure to pay the balance by the deadline may result in late payment charges from the Tour Company. **The School will not cover any additional costs as a result of late payments. Any charges will be passed on to the relevant party.**
- 1.8. Should the payment deadline be missed by more than 5 working days, the school reserves the right to remove the child from the tour.
- 1.9. It is your responsibility to contact the Finance Department as soon as you know of any difficulty you may have in making a payment.
- 1.10. Please read carefully the attached tour company booking conditions which set out the charges levied as a result of cancellation within specific date ranges.
- 1.11. Unfortunately, those that have had issues with late or missed payments on any previous trip or visit organised by the school are not eligible for this event

### **2. Student behaviour**

- 2.1. Students participating on the trip should demonstrate excellent behaviour in school up to and including the departure date
- 2.2. Student behaviour will be monitored up to and including the departure date. The School reserves the right to remove any student from the trip if their behaviour within school casts doubt on their ability to behave whilst on tour.

### **3. Attendance**

- 3.1. Students participating on the trip should achieve an attendance rate of above 93% up to and including the departure date.
- 3.2. Student attendance will be monitored up to and including the departure date. The School reserves the right to remove any students from the trip whose attendance falls significantly short of the 93% expectation for which there are not strong mitigating circumstances.

### **4. Communications**

- 4.1. At certain points before departure, you will be required to fill in and return the various pieces of trip-related paperwork. You agree to return all paperwork in a timely manner on or before any deadlines set
- 4.2. You agree to notify The School immediately of any of the following:
  - 4.2.1. Change of home address
  - 4.2.2. Change of main contact telephone number
  - 4.2.3. Change of emergency contact telephone number
  - 4.2.4. Change of main email address
  - 4.2.5. Changes to any medical conditions that could affect the safety and wellbeing of the student whilst on tour
- 4.3. Should The School have any concerns as to its ability to contact you in an emergency situation whilst on tour, The School reserves the right to remove the student from the trip.

### **5. Charges**

- 5.1. Should a student be removed from the trip for any of the above specified reasons or for any other reason The School feels warrants such a decision, **any monies paid to the tour company at the time of removal will be forfeited.**

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6. The School reserves the right to amend these Booking Conditions in line with changes to any County or Department for Education policy, or following any advice from the Foreign and Commonwealth Office.

## **Equity Cancellation Policy**

### **Cancellations**

Since we incur costs in cancelling your arrangements, you will have to pay the applicable cancellation charges up to the maximum shown in the table below (the cancellation charge detailed is calculated on the basis of the total cost payable by the person(s) cancelling excluding insurance premiums and amendment charges which are not refundable in the event of the person(s) to whom they apply cancelling.)

If the cancellation reduces the number of paying members for a particular tour (including free places), we reserve the right to re-cost the price of your tour and the invoice will be adjusted accordingly for all remaining group members.

Depending on the reason for cancellation, you may be able to reclaim these cancellation charges (less any applicable excess) under the terms of an insurance policy. Claims must be made directly to the insurance company concerned. No refunds will be given for passengers not travelling or for unused services.

If any member of your party is prevented from travelling, that person(s) may transfer their place to someone else (introduced by you) providing we are notified not less than twelve weeks before departure and you pay an amendment fee and meet all costs and charges that may be incurred by us and/or incurred or imposed by any of our suppliers. If you are unable to find a replacement, cancellation charges as set out will apply.

Period before departure within which written notice of cancellation is received by us or your Travel Agent	Amount of cancellation charge shown as % of tour price
More than 84 days	Full 1st and 2nd deposits as per schedule
35 - 84	70%
15 - 34	80%
8 - 14	90%
7 - Departure day or afterwards	100%